

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 11/30/09	NUMBER 02.02.120
SUBJECT DEPARTMENT BUILDINGS - CLOSURE/INACCESSIBILITY		SUPERSEDES 02.02.120 (12/30/96)	
		AUTHORITY MCL 791.203; Civil Service Commission Regulation 5; Dept. of Management and Budget Administrative Guide To State Government	
		ACA STANDARDS NONE	
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POLICY STATEMENT:

State operating space shall be officially closed or declared inaccessible due to emergency conditions only with approval of the Department of Management and Budget.

RELATED POLICIES:

02.02.101 Administrative Leave
04.03.110 Disaster Management

POLICY:

DEFINITIONS

- A. Emergency Condition - A condition which potentially affects the health, safety, or welfare of Department employees. This includes physical plant failures which result in loss of heat or electrical power.
- B. State Operating Space - A building or portion of a building owned or leased by the State of Michigan in which state employees work.

GENERAL INFORMATION

- C. Only the Department of Management and Budget (DMB) may authorize state operating space to be closed or declared inaccessible due to emergency conditions, including severe or unusual weather, loss of utilities, and physical plant failure. In a potentially life threatening situation which requires immediate action, however, state operating space shall be evacuated and DMB subsequently contacted as soon as possible to determine if the state operating space will be closed or declared inaccessible. Only the Administrator of the Operations Support Administration (OSA) or designee is authorized to contact DMB on behalf of the Department to request authorization to close or declare state operating space inaccessible.
- D. Correctional facilities, including Residential Reentry Program facilities, shall be closed or evacuated only in accordance with PD 04.03.110 "Disaster Management" and the Disaster Management Manual.
- E. Exclusively represented employees are governed by their bargaining unit agreement where in conflict with this policy.

REQUESTS INITIATED BY THE DEPARTMENT

- F. The ranking worksite administrator or designee shall contact the Executive Policy Team (EPT) member for his/her administration through the appropriate chain of command when an emergency situation occurs that may require state operating space to be closed or declared inaccessible. In the event of an isolated emergency condition in leased state operating space, the administrator or designee shall first contact building maintenance to confirm the condition. In all cases, the administrator or designee shall provide the EPT member with the information identified in Attachment A to the extent relevant in addition to any other information that may assist in making a well informed decision. If the EPT

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member believes that the state operating space may need to be closed or declared inaccessible, s/he shall ensure that all information received regarding the condition is provided to the OSA Administrator or designee; the OSA Administrator or designee shall contact DMB for authorization.

- G. Whenever DMB authorizes the Department to close state operating space or declare it inaccessible, the appropriate EPT members shall ensure affected employees under their supervision are notified through the appropriate chain of command, as necessary. The appropriate EPT members or, for Central Office, the OSA Administrator also shall ensure that the information is disseminated, at a minimum, to local television and radio stations for public broadcasting. Procedures shall identify the staff person responsible for disseminating the information, the television and radio stations to be contacted to broadcast this information, and any other notice requirements to affected staff.
- H. If a non-state owned or leased building in which Department employees work, such as a county or court building, is closed or declared inaccessible by the owner or lessee of the building, the on-site supervisor shall contact the EPT member for his/her Administration through the appropriate chain of command. DMB shall be contacted as set forth in Paragraphs F and G.
- I. If a building is partially closed or declared partially inaccessible, or is closed or declared inaccessible for an extended period of time, employees working in the affected area may be required to work at another site within the general work location. If a correctional facility or a Residential Reentry Treatment Program facility is declared inaccessible, an on-duty employee in a position that has been determined by the facility head to be essential to the operation of the facility shall be required to remain on duty until relieved of his/her assignment.

ADMINISTRATIVE LEAVE

- J. Administrative leave shall be granted to employees affected by closure or determination of inaccessibility of a building only as authorized by Civil Service Commission rules and regulations. Administrative leave shall not be granted to employees who are on any kind of previously approved leave or who are receiving worker's compensation, or for employees not scheduled to work, during the affected dates and time.

PROCEDURES

- K. Wardens and the Deputy Director of Field Operations Administration shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- L. There are no audit elements for this policy.

APPROVED: PLC 11/18/09

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ATTACHMENT A

The following information shall be provided to DMB to assist in determining whether to close or declare inaccessible state operating space:

1. Name of on-site supervisor.
2. A complete description of present conditions.
3. Whether the condition is currently or potentially life threatening and, if so, why.
4. Number of employees affected.
5. Location of the affected building; e.g., city or vicinity.
6. Expected changes in condition over the next few hours.
7. Recommendations from the following, as applicable:
 - a. Fire department
 - b. Local law enforcement agency
 - c. Local community health agency
 - d. National Weather Service
 - e. Mechanical or electrical expert
8. Other state departments affected.
9. Whether the building is state-owned or leased and, if leased, building owner's or manager's name and telephone number.